



Checklist for arrival

Please read this document carefully as you make your preparations to join Cranfield. As you get nearer to registration you may wish to print this document and bring it with you.

Before you come to Cranfield you will need to:

- ☐ Email a passport sized photo of yourself (jpeg format only) to registryss@cranfield.ac.uk **by the 18th September – please include your student number**
- ☐ Ensure you are able to meet all of your offer conditions and provide any appropriate documentation, either via our student portal, EVE, or by e-mail to study@cranfield.ac.uk
- ☐ Send your financial guarantee/sponsor information (where applicable) to studentfinance@cranfield.ac.uk or ensure funds are available to pay tuition fees.
- ☐ Complete on-line registration in EVE and print off two copies of the registration form.
- ☐ Arrange accommodation either through EVE or independently.
- ☐ Arrange insurance for your personal belongings.
- ☐ Make necessary travel arrangements.

Additionally, if you are a national from outside of the EU, you should also ensure that:

- ☐ You have obtained an ATAS certificate (if appropriate to your intended course of study)
 - ☐ Obtain the correct visa for the length of your course of study.
 - ☐ Made a request for airport meeting service via EVE, if you are flying into a London airport and wish to be picked up by our free transport service (available to full-time Non-EU student only).
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All students need to bring the following to registration:

- ☐ Two copies of the registration form printed from EVE.
- ☐ Proof of identity (one only)
 - Passport (UK¹ and non-EU nationals)
 - National Identity card (EU nationals only)
 - International students must bring their passport and visa evidence.
- ☐ Outstanding documents (as indicated in your offer letter)
- ☐ Finance

- Proof of payment
 - Grant letter
 - Sponsor letter
- ☐ Degree/Diploma certificates
- ☐ Transcripts
- ☐ Any other relevant award documentation

Once you arrive you will need to register with the university. You will need to complete the following to conclude your registration in full:

- We will check to see if there are any outstanding conditions of entry (as stated in your original offer letter) and you will need to provide any outstanding documentation and identification.
- If you are an international student (from outside the EU) we will need to check that you have been issued with the correct visa for your course of study. We will check your passport and visa and take copies for your records.
- You will need to pay your fees in full or provide evidence of sponsorship.
- You will need to speak to your School representatives to confirm arrival and pick up details of your induction and course timetables.

Once your registration has been completed in full we will issue you with your university identity card - – **If we do not receive your photo by the 18th September we may not be able to make your card in time for your registration slot and have it ready and waiting for you.** You will then have the opportunity to make use of the following services before you join your school for further activities and the start of your course:

- Library information and introduction
- IT centre information and introduction
- Careers service introduction
- Alumni service introduction
- Meet representatives from the Cranfield Students Association (CSA) and collect your goodie bag
- Off-campus accommodation service
- Student advice and guidance through the Student Advice Centre
- Students on courses under the European Partnership Programme (EPP) can meet the EPP co-ordinator and complete ERASMUS paperwork
- Opportunity to open a bank account
- Register with one of the Sports Clubs or Societies

¹UK students who do not have a passport should contact us prior to registration at registrysr@cranfield.ac.uk